

CIRCULAR NO. 196

SUBJECT :- Exhausting of causal leave by the staff member of the Charity Organisation.

It is observed that many members of the staff working in this office and Regional Offices under the control of this office are in the habit of exhausting their casual leave even before the Calender year enters its second half. This automatically leads them to apply for earned leave even for a day or two.

Instance have come to the notice that some of the staff members go to the extent of applying for commuted leave for a day or two, just because they have exhausted all other leave at their credit.

All the member of the Staff are directed to note that unless application is supported by Medical Certificate or the incumbent is able to give satisfactory reasons, earned leave and/or other type of leave (except causal leave) will not be granted if the period is less than a week and that too with prior permission of the authority.

All the Regional Officers are directed to bring these orders to the notice of members of the staff working under them. While forwarding such application, the Regional Officers should certify the genuineness of the reasons stated by the incumbent in his application.

Receipt of this Circular be acknowledged.

P.S. DHAMANE
Charity Commissioner,
Maharashtra State, Bombay

Dated : 5th January 1976

To
All Regional Officers.